

30-60-90 Day Planning Instructions

Follow the steps below to successfully implement the 30-60-90 Day Planning tool.

1. Data Review

Data review consist of looking at all modes of data. It is at this time leadership will determine the as-is-state of your organization. Analyzing data is a real deep dive in what the information is telling you, how are the trends in the data, and how does the data compare to previous years, sets of students, academic growth, etc. An effective tool to use is the [Data Questions Tool](#).

2. Identify Big Rocks

After a thorough examination of data (e.g., Tell Survey, academic and non-academic student data, community and student survey data, audit reports, walkthrough/instructional round data) through a designed process the administration will determine three key “rocks” or issues to address that if a desired state was reached, your students would be demonstrating high levels of success. Examples of these “big rocks” or key processes could be Academic Focus, Engaging Instructional Strategies, Data Driven Instruction, School Culture, Ensuring College and Career Readiness, Novice Reduction for Gap Closure, but there could be others.

3. Create the Plan

Use the planning template to create a 30-60-90 Day Plan that works for your goals.

4. Implement and Monitor

The 30-60-90 Day Plan is called such because the review of the process and information should be monitored and evaluated no less than every 30 days. The 30-60-90 Day Plan is aligned to the goals in the Comprehensive School Improvement Plan and the work is driven by current progress and data on the stated goals. The 30-60-90 Day Plan is not something else to do, it becomes the work of the teams of the system for continuous improvement. These action plans will be detailed and monitored for completion and evaluated by level and impact of school/district success. One simple method of monitoring the plan is to highlight completed actions in green, actions that are not completed but in the beginning stages of deployment in yellow and if an action step has not been engaged in this 30 days, highlight it in red. This color code approach is very telling in the work of these 30 days. The 30-60-90 Day Plans are a continuous plan for improvement. The steps taken in this plan are incremental steps of needed success in order to reach ultimate goals.

The 30-60-90 Day Plan should be viewed as a tool for improvement in reaching goals set by the CSIP/CDIP. This tool should also be transparent, communicated and collaboratively built by the administrative team and stakeholders in the data.

If you have questions on 30-60-90 Day Planning, please contact:

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